

**CONSTITUTION OF  
Chaffey High Chapter No. 210, CSEA  
Latest Revision October 19, 2006**

**This Constitution is the local operating document for this Chapter as formulated under Article III, Section 8 of the Association Constitution.**

**Where used throughout this document, "Association" means the California School Employees Association, the statewide governing body for this organization; "organization" and "Chapter" are interchangeable and mean Chaffey High Chapter No. 210, CSEA.**

**APPROVED**

**California School Employees Association**

**Date: November 13, 2006**

**By: *Denise K. Jensen*, Executive Manager**

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**ART I  
NAME AND OBJECTS**

**Section 1. Name:** The name of this organization shall be Chaffey High Chapter No. 210 of the California School Employees Association.

**Section 2. Objects:** The objects of this organization shall be to promote the good and welfare of the members of this organization under the available labor relations system, and to secure for them reasonable hours, fair wages and improved working conditions; to establish a spirit of cooperation, good faith and fair dealings with the employer; to safeguard, advance and promote the principle of free collective bargaining in a democratic society; to promote such legislation as may be in the best interests of the members of this organization; to promote the efficiency and raise the standards of service of its members and other public service workers; to instill confidence, good will and understanding among the members and their employers; to promote the economic and social welfare of the members of the Association through unity of action and mutual cooperation.

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**ARTICLE II  
MEMBERSHIP**

**Section 1.** Membership in this Chapter shall be as follows:

(a) **Active:** "Active" membership, which carries with it the privilege of full participation in Chapter activities, including the right to vote and to hold elected or appointed offices, shall be extended to any person employed in a bargaining unit represented by this Chapter, without regard to race, creed, color, national origin, sex, age, sexual orientation or political belief. Active membership status shall cease at such time as the member becomes eligible for any other category of membership defined herein, except as follows:

(1) Active members who are laid off may continue in Active status until expiration of their 39-month reemployment period or until reemployed, whichever comes first, upon continued payment of the established dues in effect at the time of layoff.

(2) Active members who are appealing an involuntary termination action by the employer may continue in Active status until the appeal(s) process has been terminated and the status of their employment has been finally decided, upon continued payment of the established dues in effect at the time of the involuntary termination.

(3) Nothing herein shall be construed to require continued Active status of members under paragraphs (1) and (2) above for the purpose of continued CSEA representation regarding their employment/reemployment rights. However, retention of Active status shall be required for such employees to continue to be eligible to hold appointed or elective offices within the Association and Chapter and to have voice and vote and otherwise participate in Chapter and Association affairs.

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1                   (4) Active members of this Chapter must also be Active members of  
2 the Association as defined in the Association's Constitution.  
3

4           (b) **Inactive:** Any Active member of this Chapter who (1) is granted an  
5 unpaid leave of absence by the employer, or (2) is placed on a reemployment list for  
6 reasons other than layoff and is not otherwise in a paid status with the employer, or (3)  
7 is laid off and elects not to continue as an Active member under provisions of paragraph  
8 (a)(1) above, may continue membership in an "Inactive" status until expiration of the  
9 approved leave of absence or reemployment list, or until returned to paid employment  
10 status in an eligible position [as defined by paragraph (a) above], whichever occurs first,  
11 upon continued payment of dues at half (1/2) the rate required of them as an Active  
12 member at the time the leave or placement on the reemployment list occurred. Such  
13 dues shall be paid annually in advance, or for the number of months of the approved  
14 leave if less than one (1) year. Such members shall be eligible to continue to receive  
15 such membership benefits as are generally made available to the Active membership,  
16 unless specifically excluded by contract. They shall not, however, be accorded voice or  
17 vote in Chapter or Association affairs.  
18

19           (c) **Active Retired:** Any person who was a member of the Chapter at the  
20 time of retirement and **who also maintains a retired membership in good standing**  
21 **with the Association** may continue as an Active member of this Chapter upon  
22 payment of the regular Chapter dues required of Active members. Such dues shall be  
23 paid annually in advance or monthly in advance direct to the Chapter Treasurer. Such  
24 members shall be entitled to continued full participation in Chapter affairs, including the  
25 right to hold appointive or elective offices and the right to vote, with the exception of the  
26 right to vote in contract ratification and concerted activities matters.  
27

28           Should such member cease to be a retired member in good standing of the  
29 Association, his/her Chapter membership shall automatically terminate.  
30

31           **Section 2.** Active membership shall be effective upon the completion, dating,  
32 and signing of an official CSEA application form as provided by the Association, and  
33 execution of a valid authorization for payroll deduction of dues or payment of at least  
34 one (1) year's dues in advance. The application shall be promptly countersigned by the  
35 Chapter Treasurer who shall immediately forward the approved application, together  
36 with advance dues received if any, to the Association, and submit payroll deduction  
37 authorizations to the appropriate district office.  
38

### 39           **Section 3. Membership "In Good Standing"**

40  
41           (a) Membership "in good standing" shall be effective and shall continue upon  
42 receipt of the required dues for the current month. For purposes of establishing voting  
43 rights and eligibility to hold an elected or appointed office, Active members whose dues  
44 are paid via payroll deduction shall not be deemed to be in good standing until the first  
45 of the month following the month in which the first dues are deducted, unless s/he pays  
46 dues in cash for the interim period.  
47  
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1 (b) Membership shall terminate with:  
2

3 (1) The effective date of layoff for members who are laid off and who  
4 choose not to continue in either an Active or Inactive status under provisions of Sections  
5 1(a)(1) or 1(b) above.  
6

7 (2) The effective date of an unpaid leave of absence or placement on a  
8 reemployment list for reasons other than layoff, for such members who choose not to  
9 continue in an Inactive status under provisions of Section 1(b) above.  
10

11 (3) The date of termination of their 39-month reemployment rights or  
12 approved leave of absence for members who have continued in an Active or Inactive  
13 status, if such members have not been returned to active employment.

14 (4) The date of execution of a document terminating payroll deduction  
15 of dues, unless arrangements have been made with the Chapter Treasurer for advance  
16 cash payment.  
17

18 (5) The effective date of removal from the bargaining unit, or voluntary  
19 termination of employment.  
20

21 (6) The effective date of involuntary termination of employment, unless  
22 the member is eligible to continue and elects to retain Active status as permitted under  
23 provisions of Section 1(a)(2) above.  
24

25 (7) Actions pursuant to Sections 5 or 6 below.  
26

27 **Section 4. Fair Share Service Fee Payers:** Employees obligated to pay  
28 either dues or fair share service fees to CSEA pursuant to organizational security  
29 provisions in the collective bargaining agreement and who choose not to be Active  
30 members of this Chapter shall be carried on the Chapter rolls as "Fair Share Service  
31 Fee Payers". Such persons shall pay fair share service fees in an amount equal to the  
32 dues required of Active members of the Chapter (less any local Chapter fees unless  
33 collection of local Chapter fees has been approved by the Association) subject to  
34 annual requests for advance refunds of the portion of fair share service fees that CSEA  
35 determines will be used for purposes not related to collective bargaining, in accordance  
36 with the policies of the Association.  
37

38 Fair share service fee payers shall be entitled to full rights of representation in all  
39 matters related to their collective bargaining agreement. They shall not, however, have  
40 the right of voice, vote, or other participation in Chapter or Association affairs, unless  
41 otherwise provided herein or required by law.  
42

43 **Section 5. Delinquency & Resignation:**  
44

45 (a) Members who no longer wish to retain that status may resign CSEA  
46 membership by written notification to the Chapter Treasurer. They shall become fair  
47 share service fee payers subject to the same fair share service fees and rights, benefits  
48 and burdens as provided under Section 4 of this article.

1 (b) Any member failing to pay all dues owed for the current month shall be  
2 deemed delinquent and shall not be considered to be in good standing until such  
3 delinquency has been remitted. Any member allowing his/her arrearages for dues to  
4 run over ninety (90) days shall be conclusively presumed to have resigned his/her  
5 membership effective on said date and if applicable shall be subject to paragraph (a)  
6 above and such action as may be provided under the collective bargaining agreement,  
7 unless the Treasurer is notified thirty (30) days prior thereto that the member has not  
8 resigned and arrangements for payment of arrearages are made.

9  
10 (c) Members who have resigned shall, upon reapplication, be admitted as  
11 new members.

12  
13 **Section 6. Expulsion, Suspension, Discipline:**

14  
15 (a) No member may be involuntarily removed from the membership rolls  
16 except as provided for in Sections 3 and 5 above, or in accordance with the procedures  
17 for expulsion, suspension and discipline of members as specified in the Association  
18 Constitution.

19  
20 (b) All matters for proposed disciplinary action against members shall be  
21 referred to the Association for action, except that members may be recalled from office  
22 in accordance with provisions of Article XI of this Constitution.

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25 **ARTICLE III**  
26 **DUES and ASSESSMENTS**

27  
28 **Section 1. Association Per Capita Dues**

29  
30 (a) Per capita dues to the Association for Active members shall be assessed  
31 at the rate of 1.5% of the first \$2,450 of monthly gross salary (*excluding overtime*, but  
32 *including* longevity, professional growth and anniversary increments), but not to exceed  
33 a maximum of \$367.50 for the 12-month period commencing each September 1st and  
34 continuing through the following August 31st. Said dues shall be payable by payroll  
35 deduction or annually in advance direct to the Association.

36  
37 (1) Payroll deduction shall commence in September of each year and  
38 continue through the following August for each month the member is in a paid status, or  
39 until the maximum of \$367.50 has been deducted, whichever comes first.

40  
41 (2) Annual in advance payments must be remitted direct to the  
42 Association's accounting office no later than September 30, or within thirty (30) days  
43 following membership application for new members after September. Such annual  
44 payments shall be as calculated by the Association's Accounting Office in accordance  
45 with the Association's Bylaws.

46  
47 **Section 2. Chapter Dues.** Local Chapter dues for Active members of this  
48 Chapter shall be \$27.50 per year, payable by payroll deduction during each of the

1 months September through June in which the member is in regular paid status; or  
2 payable annually in advance to the Chapter Treasurer.

3  
4 **Section 3.** The local Chapter dues plus the Association per capita dues equals  
5 the member's total dues requirement.

6  
7 **Section 4. Assessments:** No assessments shall be levied in this Chapter  
8 other than those approved by three-fourths (3/4) of the Chapter membership present  
9 and voting on the question by secret ballot, provided that each member has been  
10 notified in writing at least ten (10) days in advance of the nature of the proposal and the  
11 time, date and place where the matter will be voted on.

12  
13 **Section 5. Fund Solicitation:** No funds shall be solicited in the name of the  
14 Chapter without authorization of the Executive Board. All funds collected (together with  
15 an accounting of source) shall be delivered to the Chapter Treasurer within five (5)  
16 working days of receipt, for deposit in the Chapter's account.

17  
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19 **ARTICLE IV**  
20 **OFFICERS & EXECUTIVE BOARD/ELECTION PROCEDURES**

21  
22 **Section 1. Officers:** The following officers shall be elected by and from  
23 among the total Active membership of the Chapter, regardless of the location of their  
24 employment: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer,  
25 and Public Relations Officer.

26 ***Effective with the 2007/2008 term:***

27 **Section 1. Officers:** The following officers shall be elected by and from  
28 among the total Active membership of the Chapter, regardless of the location of their  
29 employment: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer,  
30 Public Relations Officer, Political Action Coordinator, and Chief Job Steward.

31  
32 **Section 2. Executive Board:** The elected officers designated in Section 1,  
33 plus the Junior Past President, shall constitute the Executive Board of this Chapter.  
34 The Junior Past President shall be the most current Past President that is eligible and  
35 willing to serve.

36  
37 **Section 3. Eligibility to Hold Office:** Officers shall be elected from among  
38 the Active members in good standing of the Chapter who have attended at least five (5)  
39 Chapter meetings in the 12-month period immediately preceding the month in which  
40 they are nominated. In addition, nominees for the office of Chief Job Steward must  
41 have served as a Job Steward of this Chapter for at least twelve (12) months prior to the  
42 month in which they are nominated.

43  
44 (a) Nominees for elected office shall be Active members of the Chapter in  
45 good standing at the time of nomination and can only accept nomination for one (1)  
46 Executive Board office.

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1           **Section 4. Nominating and Election Procedures:**  
2

3           (a) A Nominating Committee appointed as hereinafter provided shall provide  
4 its nominations to fill the elective offices listed in Section 1, which shall be submitted  
5 annually at the October Chapter meeting.

6           ***Effective with the 2007/2008 term:***

7           (a) A Nominating Committee appointed as hereinafter provided shall provide  
8 its nominations to fill the elective offices listed in Section 1, which shall be submitted in  
9 the even-numbered years at the October Chapter meeting.

10  
11           (b) Nominations for these offices shall also be accepted from the floor at the  
12 October and November Chapter meetings.

13  
14           (c) If, after nominations are closed at the November Chapter meeting there is  
15 only one (1) nomination for an office, the single nominee shall be declared elected to  
16 the office, and no balloting or other action shall be required. The Executive Board shall  
17 so notify the membership in writing as soon thereafter as possible.

18  
19           (d) When there is more than one (1) nominee for an office, an election shall  
20 be conducted at the December Chapter meeting by secret ballot vote of Active  
21 members in good standing present at said meeting. It shall require a plurality vote to  
22 elect any officer. Write-in votes shall not be accepted. If a tie exists, the election shall  
23 be determined by lot (draw) between the tied candidates.

24  
25           (e) Notices of the time, date, and place for nominations and balloting, and all  
26 other procedural matters relating to conducting these elections, shall be in accordance  
27 with provisions of Association Policy 618.

28  
29           (f) All candidates shall be provided an opportunity to address the members  
30 present at the election meeting prior to the balloting, and they or their designated  
31 representative shall be accorded the right to observe the ballot tally process.

32  
33           (g) All ballots, including used, unused, invalid and challenged ballots, tally  
34 sheets and related election documents, including notices of nomination and election  
35 procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and  
36 all challenges to the election or charges of misconduct in the running of the election  
37 have been resolved, whichever is the longer period.

38  
39           **Section 5. Terms of Office:** Elected officers shall take office and assume  
40 their duties on the January 1 following their election and shall continue to serve for  
41 one (1) year or until their successors are elected, provided that any officer shall  
42 automatically forfeit such office if they cease to be an Active member in good standing.

43           ***Effective with the 2007/2008 term:***

44           **Section 5. Terms of Office:** Elected officers shall take office and assume  
45 their duties on the January 1 following their election and shall continue to serve for  
46 two (2) years or until their successors are elected, provided that any officer shall  
47 automatically forfeit such office if they cease to be an Active member in good standing.  
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1           **Section 3. President:** The President shall:  
2

3           (a) Be chairperson of the Executive Board, call and preside over all meetings  
4 of the Chapter and Executive Board at which s/he is in attendance.  
5

6           (b) Appoint the various committees, standing or special, required by this  
7 constitution or established by the Executive Board, or as may be ordered by vote of the  
8 membership, except as otherwise provided herein.  
9

10          (c) Attend all regional presidents' meetings (RPMs) and such other meetings  
11 as required by the Association or direction of the Chapter, and report back to the  
12 Executive Board and Chapter membership at the next Chapter meeting, with  
13 recommendations for Chapter action or as otherwise required.  
14

15          (d) Together with the Chapter Secretary, prepares agendas for Executive  
16 Board and Chapter meetings; and sign Chapter meeting minutes.  
17

18          (e) Serve as a Chapter delegate to the Annual Conference of the Association.  
19

20          (f) Perform such other duties as normally pertain to the office of President or  
21 ordered by this constitution.  
22

23           **Section 4. 1<sup>st</sup> Vice President:** The 1<sup>st</sup> Vice President shall:  
24

25          (a) In the absence or disability of the President, possess all of the powers and  
26 perform all of the duties in his/her stead.  
27

28          (b) At all times assist the President in the performance of his/her duties.  
29

30          (c) Assume the office of President if a vacancy occurs.  
31

32          (d) In coordination with the Chief Job Steward and 2<sup>nd</sup> Vice President, call and  
33 conduct periodic meetings between the Site Representatives and Job Stewards to  
34 ensure an appropriate level of communication and coordination between these two  
35 programs.  
36

37          (e) With the assistance of the 2<sup>nd</sup> Vice President, coordinate and direct the  
38 activities of the Site Representatives.  
39

40          (f) Coordinate the activities of the standing committees.  
41

42          (g) Become familiar with the Chapter Constitution, policies and procedures,  
43 and *Robert's Rules of Order*.  
44

45          (h) Perform such other duties as may be assigned by the President/Executive  
46 Board or ordered by this constitution.  
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1           **Section 5. 2<sup>nd</sup> Vice President:** The 2<sup>nd</sup> Vice President shall:

2  
3           (a) In the absence or disability of the 1<sup>st</sup> President, possess all of the powers  
4 and perform all of the duties in his/her stead.

5  
6           (b) At all times assist the President and 1<sup>st</sup> Vice President in the performance  
7 of his/her duties.

8  
9           (c) Assume the office of President if a vacancy occurs.

10  
11           (d) Assist the 1<sup>st</sup> Vice President in coordinating and directing the activities of  
12 the Site Representatives.

13  
14           (e) Become familiar with the Chapter Constitution, policies and procedures,  
15 and *Robert's Rules of Order*.

16  
17           (f) Perform such other duties as may be assigned by the President/Executive  
18 Board or ordered by this constitution.

19  
20           **Section 6. Secretary:** The Secretary shall:

21  
22           (a) Keep an accurate record of all proceedings of Chapter and Executive  
23 Board meetings, including an accurate roll of members and officers in attendance at  
24 each.

25  
26           (b) Keep an accurate roster of the officers of the Chapter and see that such  
27 information is forwarded to the Association as required.

28  
29           (c) Issue notices of all meetings of the Executive Board and Chapter  
30 meetings, which shall include notice of matters for discussion at same.

31  
32           (d) Notify members of all committees of their appointment/election.

33  
34           (e) Have custody of all correspondence, official documents and historical  
35 records of the Chapter, which shall be open at all times for the inspection of the  
36 President or his/her agent and members of the Executive Board.

37  
38           (f) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the  
39 Association and the constitution of this Chapter and see that copies of same are  
40 available for reference at all Executive Board and Chapter meetings, and available for  
41 inspection by the general membership upon request.

42  
43           (g) Ensure that a current copy of *Robert's Rules of Order* is available for  
44 reference at Executive Board and Chapter meetings.

45  
46           (h) Together with the Chapter President, prepare agendas for Executive  
47 Board and Chapter meetings.

1 (i) Respond to all communications on behalf of the Chapter, under the  
2 direction of the Executive Board.

3  
4 (j) Receive and route all CSEA correspondence, including general  
5 information bulletins, to the Executive Board and/or Chapter members.

6  
7 (k) Perform such other duties as normally pertain to the office of Secretary or  
8 as may be assigned by the President/Executive Board or ordered by this constitution.

9  
10 **Section 7. Treasurer:** The Treasurer shall:

11  
12 (a) Act as the Chapter's Chief Financial Officer.

13  
14 (b) Receive all funds of the Chapter and keep and disburse same under the  
15 direction of the President and as required by the Constitution & Bylaws of the  
16 Association and this Chapter.

17  
18 (c) Keep or cause to be kept regular books and full accounts which shall be  
19 open at all times to inspection of the President or his/her agent and the Auditing  
20 Committee.

21  
22 (d) Provide access to all records, vouchers and statements to the Auditing  
23 Committee for annual inspection at the close of each fiscal year.

24  
25 (e) Report at each meeting of the Chapter as to the financial condition of the  
26 treasury with a detailed statement of receipts and expenditures and accounts payable,  
27 to include per capita dues/fees paid and owed to the Association if any.

28  
29 (f) Prepare the annual PERB financial report to include the last day of the  
30 fiscal year, and immediately submit same to the President for review and forwarding to  
31 the Association, and the membership.

32  
33 (g) Promptly process and forward membership applications and dues  
34 payments to CSEA Headquarters and payroll deduction authorizations to proper district  
35 office for processing.

36  
37 (h) Maintain an accurate record of members in good standing, and prepare  
38 such monthly reports and remittances as may be required by the Association and  
39 promptly forward to CSEA Headquarters within thirty (30) days of request.

40  
41 (i) Assist in preparation of the Chapter budget.

42  
43 (j) Maintain inventory of Chapter supplies.

44  
45 (k) Upon leaving office, sign such bank signature cards or other documents  
46 necessary for the transfer of all Chapter accounts to the new Treasurer.

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1 (l) Perform such other duties as normally pertain to the office of Treasurer or  
2 as may be assigned by the President/Executive Board or ordered by this constitution.

3  
4 **Section 8. Public Relations Officer:** The Public Relations Officer shall:

5  
6 (a) Edit and distribute a newsletter or similar publication as may be authorized  
7 by the Executive Board and the Chapter membership.

8  
9 (b) Write articles of interest pertaining to Chapter affairs for local newspapers  
10 and official publications of the Association.

11  
12 (c) Under the direction of the Executive Board and in conjunction with the  
13 Chapter Secretary, publish and distribute any all communications.

14  
15 (d) Perform such other duties as normally pertain to the Public Relations  
16 Officer or as may be assigned by the President/Executive Board or ordered by this  
17 constitution.

18  
19 ***Effective with the 2007/2008 term:***

20 **Section 9. Political Action Coordinator:** The Political Action Coordinator  
21 (CPAC) shall:

22  
23 (a) Function as the Chapter's chief legislative officer and chair the Political  
24 Action Committee.

25  
26 (b) Keep the Chapter informed on all legislative activity, and maintain the  
27 necessary records on all matters pertaining to legislation; and report any legislative  
28 information at Chapter meetings.

29  
30 (c) Receive and route appropriate CSEA correspondence including general  
31 information bulletins to the Executive Board and/or Chapter members.

32  
33 (d) Under the direction of the Executive Board, and in conjunction with the  
34 Chapter Secretary and Public Relations Officer, publish and distribute any and all  
35 legislative communications, as directed.

36  
37 (e) Perform such other duties as normally pertain to the Political Action  
38 Coordinator or as may be assigned by the President/Executive Board or ordered by this  
39 constitution.

40  
41 ***Effective with the 2007/2008 term:***

42 **Section 10. Chief Job Steward:** The Chief Job Steward shall:

43  
44 (a) Attend training sessions for Chief Job Stewards provided by the  
45 Association and/or other appropriate training as directed by the President.

46  
47 (b) Ensure that the Job Steward program of the Chapter functions according  
48 to the requirements set forth in this constitution; guide and direct the Chapter's Job

1 Stewards in the performance of their duties in order to ensure that all grievances are  
2 handled properly in their investigation and filing, and consistent in their resolution.

3  
4 (c) Work in coordination with the Site Chief Job Stewards in assigning Job  
5 Stewards to handle specific grievances, by site or by issue, to meet the specific needs  
6 of the Chapter.

7  
8 (d) Process all grievances not settled at the immediate-supervisory level,  
9 unless CSEA staff assistance is required.

10  
11 (e) Serve as Chairperson of the Grievance Committee; and keep the  
12 Executive Board informed on all grievance activity.

13  
14 (f) Maintain the necessary records on matters of contract enforcement to  
15 permit the Chapter to effectively represent bargaining unit employees.

16  
17 (g) In coordination with the 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President, call and  
18 conduct periodic meetings between the Site Representatives and Job Stewards to  
19 ensure an appropriate level of communication and coordination between these two  
20 programs.

21  
22 (g) Report monthly to the Public Relations Officer with any Chapter grievance  
23 information for publication

24  
25 (h) Perform such other representational duties as normally pertain to the Chief  
26 Job Steward or as may be assigned by the President/Executive Board or ordered by  
27 this constitution.

28  
29 **Section 11. Junior Past President:** The Junior Past President shall:

30  
31 (a) Act as counselor to the elected officers and attend all Executive Board  
32 meetings.

33  
34 (b) In the absence or disability of the President, 1<sup>st</sup> President, and 2<sup>nd</sup> Vice  
35 President, possess all of the powers and perform all of the duties in the President's  
36 stead.

37  
38 (c) Assist the Executive Board in the performance of its duties.

39  
40 (d) Become familiar with the Chapter Constitution, policies and procedures,  
41 and *Robert's Rules of Order*.

42  
43 (e) Be a member of the Executive Board and perform such duties as may be  
44 assigned by the President and/or the Executive Board.

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**ARTICLE VI  
MEETINGS**

**Section 1.** Regular business meetings of this Chapter shall be held during the months of September through May, inclusive. The schedule of such meetings shall be established in January of each year for the succeeding twelve (12) month period and shall be provided to the membership.

**Section 2.** Special meetings of the Chapter may be called by the Chapter President as deemed necessary, or shall be called by a vote of two-thirds (2/3) of the Executive Board or upon petition to the President of twenty percent (20%) of the Chapter membership.

**Section 3. Meeting Notices:**

(a) **Regular Meetings.** Unless otherwise specified herein, a meeting notice shall precede all Chapter meetings at least five (5) days in advance to allow members a reasonable opportunity to attend. Said notice shall include a summary of the business to be acted upon, and the time, date and place of the meeting.

(b) **Special Meetings.** Notice for special meetings shall include the specific topic(s) for discussion/action at said meeting, and unless otherwise required herein, a notice of less than five (5) days, but not less than twenty-four (24) hours in advance, may be given in an emergency situation.

**Section 4.** Unless otherwise ordered by two-thirds (2/3) vote of the members present, the order of business at regular Chapter meetings shall be:

- (1) Pledge of Allegiance to the Flag
- (2) Approval of Minutes of the Previous Meeting
- (3) Report of Executive Board Actions
- (4) Communications
- (5) Treasurer's Report
- (6) Committee Reports
  - (a) Membership Report & Recognition of New Members
  - (b) Report of the Negotiating Committee
  - (c) Job Steward/Site Representative Reports
  - (d) Other Committees as Required
- (7) Unfinished Business
- (8) New Business
- (9) Good of the Order
- (10) Adjournment

**Section 5. Quorum for Meetings:** It shall require at least eight (8) members in good standing in attendance at any Chapter meeting for business to be conducted.

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**ARTICLE VII**  
**CONTROL OF FUNDS / BUDGET**

**Section 1.** All funds received shall be deposited in the name of Chaffey High Chapter No. 210, CSEA, in such bank or other financial institution as approved by the Executive Board. No funds shall be disbursed except by check, duly authorized and signed by the Treasurer and the President. In the event of absence of, inability to act by, or vacancy in the office of Treasurer, funds shall only be disbursed upon signature of the President and one (1) of the following: 1<sup>st</sup> Vice President, Secretary.

**Section 2.** The Executive Board shall prepare an annual budget for approval of the Chapter membership no later than January of each year, which shall contain itemized estimated receipts and expenditures, and amounts to be set aside as a reserve fund, if any. The approved budget shall then regulate the expenditures of the Chapter, except that the Treasurer shall submit any single expenditure in excess of \$100 to the Executive Board for prior approval. Expenditures in excess of those approved in the budget must have prior approval of the Chapter membership.

**ARTICLE VIII**  
**COMMITTEES**

**Section 1. Standing Committees:** The following shall be the standing committees of the Chapter: Auditing, Elections, Grievance, Negotiating, Nominating, Political Action. Unless otherwise specified herein, the President shall, as soon as possible after January 1 of each year, appoint the chairpersons and members of the standing committees, which appointment shall be subject to the ratification of the Executive Board. The Executive Board shall determine the number of members to be appointed to each, except as otherwise provided herein.

**Section 2. Ad Hoc Committees:** Such other committees as the Executive Board or the Chapter membership may deem necessary to perform a specified task for the welfare of the Chapter, such as Insurance and Scholarship Committees, may be appointed. The Executive Board shall determine the composition of such committees and the timelines for completion of their assigned duties. Such ad hoc committees shall cease to function upon completion of their specified task.

**Section 3.** The 1<sup>st</sup> Vice President shall act as coordinator of all appointed committees. The Political Action Coordinator shall chair the Political Action Committee. The Chief Job Steward shall be Chairperson of the Grievance Committee

**Section 4.** The President shall be an ex-officio member of all committees, except the Auditing, Elections, and Nominating Committees.

**Section 5. Quorum:** A majority of the members of any committee must be present at any meeting to constitute a quorum.

1           **Section 6. Terms:** Unless otherwise provided herein, the term of office for all  
2 committees shall be from January 1 until the end of the Chapter and fiscal year or until  
3 their successors are appointed, provided that any committee member shall  
4 automatically forfeit the office if they cease to be an Active member in good standing.  
5

6           **Section 7. Auditing Committee:** It shall be the duty of this committee to  
7 receive and audit the books and records of the Treasurer immediately after the close of  
8 each fiscal year, and at such other times as may be directed by the President, and  
9 report its findings to the Chapter membership.  
10

11           **Section 8. Elections Committee:** It shall be the duty of this committee to  
12 supervise and assist in the preparation, distribution, and counting of the ballots in all  
13 elections (including contract ratifications) within the Chapter, and certify the results to  
14 the Chapter President. In addition, the committee shall ensure that election procedures  
15 are in accordance with applicable provisions of the Association's Constitution & Bylaws  
16 and Policy, and this constitution.  
17

18           **Section 9. Grievance Committee:**

19  
20           (a) It shall be the duty of the Grievance Committee to supervise and assist the  
21 operation of the Chapter's Job Steward program. The committee shall ensure that all  
22 grievances are handled properly in their investigation and filing and consistent in their  
23 resolution.  
24

25           (b) The committee shall be empowered to review proposed settlements of  
26 grievances undertaken by individual members of the bargaining unit (i.e., without  
27 representation of a Job Steward or CSEA staff) to ensure they are resolved consistent  
28 with provisions of the collective bargaining agreement.  
29

30           (c) The committee shall review all grievances going beyond the immediate  
31 supervisory level to determine whether CSEA staff assistance should be obtained. If  
32 staff assistance is required, the Executive Board shall be so notified.  
33

34           (d) The committee shall review all grievances being considered for arbitration  
35 and recommend to the Executive Board whether each particular case should be  
36 arbitrated.  
37

38           **Section 10. Negotiating Committee (Team):**

39  
40           (a) The Negotiating Committee shall consist of a Chairperson, as designated  
41 by the Chapter President, plus representatives from the membership at large.  
42

43           (b) The committee members shall be appointed by the President from among  
44 the members in good standing.  
45

46           (c) Vacancies shall be filled by appointment by the President for the  
47 remainder of the original term only.  
48

1 (d) **Duties:** It shall be the duty of the Negotiating Committee to:

2  
3 (1) Research issues and prepare and submit initial bargaining  
4 proposals (including proposals on re-openers) for review and approval of members in  
5 good standing of the bargaining unit(s) prior to commencement of negotiations.  
6

7  
8 (2) Negotiate the contract (including re-openers and modifications) for  
9 and on behalf of the Chapter with assistance from CSEA field staff.  
10

11 (3) Keep the Executive Board and the membership informed on the  
12 progress of negotiations and solicit membership input where advisable.  
13

14 (4) Ensure that all bargained agreements are submitted for ratification  
15 of the bargaining unit(s) in accordance with Article XIII of this constitution.  
16

17 **Section 11. Nominating Committee:** It shall be the duty of this committee to  
18 investigate the qualifications of members for the elective Executive Board offices and  
19 submit such nominees as in its judgment will best serve the interests of the Chapter.  
20 Nominations shall be reported to the Chapter membership as required by Article IV of  
21 this constitution.  
22

23 **Section 12. Political Action Committee:** It shall be the duty of this committee  
24 to:  
25

26 (a) Develop and implement a Chapter alert system designed for emergency  
27 contact of the membership when immediate Chapter action is necessary on contract  
28 matters, legislative and political issues, and other items of importance to the Association  
29 and Chapter.  
30

31 (b) Keep the members informed about the legislative program of the  
32 Association, and may recommend to the Chapter membership legislative proposals it  
33 deems desirable for submission to the Association's Legislative Committee for  
34 consideration and inclusion in the Association's legislative program.  
35

36 (c) Work cooperatively with the Political Action Coordinator (PAC),  
37 appropriate staff and PACE and Legislative Committee area representatives in  
38 furtherance of the Association's legislative and political goals, rendering regular reports  
39 at Chapter meetings regarding the same and recommending any Chapter support or  
40 activity it considers appropriate.  
41

42 (d) Encourage all members to financially support PACE of CSEA and the  
43 Victory Club, and educate the membership regarding the necessity for active  
44 participation in the political process in accordance with Association and Chapter goals.  
45

46 (e) Make recommendations to the Chapter membership regarding  
47 endorsement of candidates for school board, in accordance with the following  
48 procedures:



1 (d) Act as the basic channel of communication between the employees and  
2 the Chapter and relay specific member concerns to the Chapter's Negotiating  
3 Committee for incorporation into the bargaining proposals.  
4

5 (e) Investigate and prepare grievances for processing and handle grievances  
6 at the immediate-supervisory level, and be present as required during other steps of the  
7 grievance procedure.  
8

9 (f) Immediately inform the Chief Job Steward of all grievances received;  
10 immediately report to the Chief Job Steward the settlement of grievances processed or  
11 the failure to settle within contractual timelines.  
12

13 (g) **Preserve the confidentiality** of personal grievances, resolve differences  
14 among the membership in grievance handling; maintain a file on all grievances handled  
15 which shall be turned over to the Site Chief Job Steward upon completion, who will then  
16 turn them over to the Chief Job Steward.  
17

18  
19 **ARTICLE X**  
20 **SITE REPRESENTATIVES**  
21

22 **Section 1.** Site Representatives to serve each worksite shall be appointed by  
23 the President and ratified by the Executive Board.  
24

25 **Section 2.** Site Representative duties shall be to:  
26

27 (a) Recruit employees into CSEA membership and educate employees about  
28 CSEA.  
29

30 (b) Distribute Chapter newsletter, bulletins, and other CSEA information at the  
31 worksite; keep CSEA bulletin boards up-to-date and clear of non-CSEA material.  
32

33  
34 (c) Conduct periodic site-level meetings to keep the members informed of  
35 actions taken at Chapter meetings, to explain CSEA benefit plans and services, and to  
36 keep members informed of Association and/or Chapter activity regarding grievances,  
37 PERB decisions, contract negotiations, legislative and political activity, and other  
38 matters of importance.  
39

40 (d) Relay member concerns to the appropriate Job Steward or other Chapter  
41 officer.  
42

43 (e) Attend Chapter meetings; attend training workshops and other seminars  
44 as directed and approved by the Chapter President; attend joint Job Steward/Site  
45 Representative (site council) meetings as may be called by the Chief Job Steward  
46 and/or the 1<sup>st</sup> Vice President.  
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**ARTICLE XI**  
**RECALL OR REMOVAL FROM OFFICE**

**Section 1. Recall of Elected Offices**

(a) Any member of the Executive Board, and conference delegates and alternates, may be recalled from office upon a two-thirds (2/3) secret ballot vote of Active members of the Chapter in good standing present and voting at a meeting called for the purpose of a recall action.

(b) Recall may be initiated by a petition of two-thirds (2/3) of the Executive Board or thirty percent (30%) of the members in good standing eligible to vote on the individual being recalled. The petition shall state the specific reasons in support of the recall, and the petition shall be presented to the Executive Board and to the individual.

(c) Upon receipt of the petition, the Executive Board shall arrange for a special meeting to be held not less than fifteen (15) days nor more than thirty (30) days following its receipt, at which the charged person shall be afforded opportunity to rebut the charges, including presentation and cross-examination of witnesses as may be appropriate, and the secret ballot vote shall be conducted. Attendance at said meeting shall be restricted to members of the Executive Board and members of the Chapter in good standing who are eligible to vote on the particular recall action, authorized representatives of the Association, and such witnesses as may be pertinent to the action. Notice specifying time, date, and place and the specific nature/purpose of the meeting shall be issued to those eligible for attendance at least ten (10) days in advance.

**Section 2. Removal of Appointed Offices**

(a) Any appointee of the President/Executive Board may be removed from office by a two-thirds (2/3) vote of the Executive Board, a quorum being present, provided such person shall be provided at least five (5) days advance notice of the reasons for removal and the time, date and place where the Board will meet to vote on the matter. At said meeting the member shall be afforded an opportunity to provide rebuttal argument prior to the vote being taken.

(b) Any appointed committee chairperson or member failing to attend three (3) consecutive committee meetings, unless excused for cause, shall be automatically removed from the committee.

**Section 3. Resignation from Office**

(a) A resignation by an elected officer is not effective until accepted by the Active members in good standing present at a Chapter meeting.

(b) A resignation by any appointee of the President/Executive Board is not effective until accepted by the President/Executive Board.

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3 **ARTICLE XII**  
4 **DELEGATES TO CONFERENCE**

5 **Section 1. Delegates:** Voting delegates to an annual conference of the  
6 Association (and their alternates) shall be designated from among the Active members  
7 in good standing as follows:  
8

9 (a) The Executive Board.

10  
11 (b) Additional delegates in such number as may be authorized by the Chapter  
12 for attendance, but not to exceed the total number authorized by the Bylaws of the  
13 Association, shall be elected as provided in Section 2 below.  
14

15 (1) **Eligibility:** Additional delegates shall be elected from among the  
16 Active members in good standing of the Chapter who have attended at least four (4)  
17 Chapter meetings and/or CSEA trainings in the 12-month period immediately preceding  
18 the month in which they are nominated (March through February).  
19

20 **Section 2. Election:**

21  
22 (a) Nominations for the any additional authorized delegate positions, other  
23 than the Executive Board members, shall be taken at the regular Chapter meeting in  
24 March, and election shall be by secret ballot at the regular Chapter meeting in April.  
25 Alternates in sufficient numbers for each of the authorized delegates, to include an  
26 alternate for the Executive Board members, shall also be elected. The elected alternate  
27 receiving the highest number of votes shall be the 1<sup>st</sup> alternate; the alternate receiving  
28 the second highest number of votes shall be the 2<sup>nd</sup> alternate; etc.  
29

30 (b) Notification of nominations and election and all other procedural matters  
31 relating to delegate and alternate election shall conform to Association Policy 618 and  
32 shall be conducted under the supervision of the Elections Committee.  
33

34 **Section 3. Responsibilities:** Delegates shall attend all conference business  
35 and other sessions of importance to the Chapter. In addition, the delegates shall:  
36

37 (a) Attend at least one (1) orientation meeting at the regional or area level of  
38 the Association concerning the resolutions to the upcoming conference, as directed by  
39 the Executive Board.  
40

41 (b) Report on conference activities to the Chapter membership at the first  
42 Chapter meeting following the conference.  
43

44 (c) Submit a detailed report of expenditures to the Chapter Treasurer within  
45 three (3) weeks following the conference, and if an expense advance has been provided  
46 by the Chapter, reimburse the Chapter treasury for advance funds not utilized for  
47 authorized purposes.  
48

1 (1) Unless excused for cause, failure to attend each conference  
2 business session shall cause a delegate to forfeit a pro-rated portion of his/her per  
3 diem. The Chapter Executive Board shall be responsible for collection of the funds.  
4

5  
6 **ARTICLE XIII**  
7 **CONTRACT RATIFICATION**  
8

9 **Section 1.** Contract ratification procedures will comply with the provisions of  
10 Association Policy 610.  
11

12 **Section 2. Initial Proposals:**  
13

14 (a) The initial bargaining proposal will be determined by a vote of the  
15 membership. (A survey is only required when the Chapter is preparing a full contract  
16 proposal.)  
17

18 (b) Copies of the Chapter's initial proposal and the employer's initial proposal  
19 shall be submitted to the Field Director and Labor Relations Representative for review.  
20

21 **Section 3. Negotiated Agreement:**  
22

23 (a) When the Negotiating Committee has negotiated a contract, tentative  
24 agreement, or modifications to an existing contract, it shall immediately submit one (1)  
25 copy to the CSEA Labor Relations Representative assigned to service the Chapter, for  
26 review by the Association prior to membership ratification.  
27

28 (1) All contract modifications shall be submitted to the Labor Relations  
29 Representative for review by the Association. However, membership ratification shall  
30 not be required for those items listed as exceptions to the definition of "modifications"  
31 within the provisions of Association Policy 610, unless they are included as part of  
32 contract re-opener negotiations.  
33

34 **Section 4. Ratification Procedures:**  
35

36 (a) A copy of the tentative agreement or a summary of the tentative  
37 agreement, and a statement as to whether the Negotiating Committee is recommending  
38 ratification or rejection of the agreement, shall be provided each CSEA member of the  
39 bargaining unit(s) prior to the "contract information" meetings noted below. If a  
40 summary only is provided, copies of the tentative agreement containing the exact  
41 language of the proposal shall be available for review at said meeting(s).  
42

43 (b) The Chapter President/Executive Board shall set the date, time and place  
44 for one or more "contract information" meetings, which shall be open to attendance by  
45 all employees within the bargaining unit(s), whether or not they are CSEA members.  
46

47 (c) Notice of the "contract information" meeting(s) shall be issued to all  
48 bargaining unit employees no later than five working days in advance of the scheduled

1 date. Distribution of said meeting notice(s) shall be at the discretion of the Chapter  
2 President, utilizing any of the following methods, which it determines to be most  
3 efficient:

- 4 (1) To individual bargaining unit employees utilizing the U.S. mail or  
5 the employer's mail system;
- 6 (2) Distribution by Site Representatives or others;
- 7 (3) Posting in prominent locations at each worksite and/or Chapter  
8 website posting.

9  
10 **Exception to the above:** The Association's Executive Director, or designee,  
11 may approve a notice period of less than five working days upon request of the Chapter  
12 President, if it is deemed an expedited ratification is advisable.

13  
14 (d) **Conduct of Informational Meeting(s):**

15  
16 (1) The Negotiating Committee shall review the provisions of the  
17 tentative agreement and indicate its recommendations for ratification or rejection and  
18 reasons therefore.

19  
20 (2) If the Association recommends rejection of the tentative agreement,  
21 an Association representative shall be in attendance at the meeting and shall be  
22 provided ample opportunity to outline the recommendation for rejection and the reasons  
23 therefore.

24  
25 (3) Adequate opportunity for discussion, debate, and answering of  
26 questions shall be provided. Non-CSEA members of the bargaining unit(s) in  
27 attendance shall be granted the right to participate in the discussion and debate. **They**  
28 **shall not, however, have the right to make motions or vote.**

29  
30 (e) **Ratification Vote:**

31  
32 (1) The ratification vote shall be conducted by secret ballot at  
33 designated voting sites. The location and number of voting sites and the date and times  
34 for conducting the balloting shall be as determined by the Executive Board, with  
35 preference given to sites where at least three (3) members have volunteered to take  
36 applicable leave and there is a non-work area where balloting can be conducted.  
37 Balloting shall not be earlier than the day following the informational meeting(s).

38  
39 (2) Only Active CSEA members in good standing employed within the  
40 bargaining unit(s) shall be entitled to vote. Members shall be notified of the date,  
41 time(s) and location where the balloting will be conducted for their designated site.  
42 Such notice shall be issued at least five (5) working days in advance unless an  
43 exception is granted by the Association's Executive Director under provisions of Policy  
44 610.

45  
46 (3) The balloting process and vote tally shall be conducted in  
47 accordance with procedures proscribed by Association Policy 610. It shall require a  
48 majority vote to ratify.

1  
2 (4) The results of the balloting shall be provided to the membership no  
3 later than five (5) days following the vote tally, and shall be announced at the next  
4 following Chapter meeting.

5  
6 **Section 5. Executed Agreement:** Every collective bargaining agreement  
7 shall be executed by both the Association and appropriate representatives of this  
8 Chapter. No contract shall be valid which has not been ratified by the Chapter  
9 membership.

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12 **ARTICLE XIV**  
13 **CONCERTED ACTIVITIES**

14  
15 **Section 1.** No concerted withholding of service shall be instituted by this  
16 Chapter unless such concerted action has been approved at a regular or special  
17 membership meeting, advance notice having been given, by secret ballot vote of not  
18 less than sixty-five percent (65%) of the Active members in good standing present and  
19 voting; and approval for such concerted activity has been granted by the Association's  
20 Board of Directors.

21  
22 **Section 2.** If the dispute relates to contract negotiations, no concerted  
23 withholding of service shall be instituted unless the last offer of the employer has been  
24 submitted to the Chapter membership in accordance with Article XIII of this constitution  
25 and has been rejected, and the requirements of Section 1 above shall have been met.

26  
27  
28 **ARTICLE XV**  
29 **AMENDMENTS TO CONSTITUTION**

30  
31 **Section 1.** This Constitution shall at all times conform to all provisions of the  
32 Association Constitution & Bylaws and Policy, and where any conflict should occur, the  
33 Association Constitution & Bylaws and/or Policy shall prevail.

34 **Section 2.** Any member in good standing of the Chapter (or the Executive  
35 Board) may submit a written proposal to amend this constitution (containing the exact  
36 text of the proposed change) at any Chapter meeting, which shall constitute a first  
37 reading. The Chapter President shall then cause the proposed amendment(s) to be  
38 placed on the agenda of the next regular or a special Chapter meeting where the matter  
39 will be read a second time and acted upon, and shall cause written notification of the  
40 proposed amendment(s) and the date, time, and place of the designated Chapter  
41 meeting to be issued to all members in good standing at least ten (10) days in advance  
42 of said meeting. Said notification shall include at least a written summary of the  
43 proposed changes. The exact text of the proposed changes shall be made available for  
44 review by members upon request prior to the second reading if not provided with said  
45 notification, and shall be distributed to all members in attendance at the second reading.

46  
47 **Section 3.** Approval by two-thirds (2/3) of the Active members in good  
48 standing present and voting at the second reading shall be required to adopt the

1 amendment(s). If the amendment relates to a revision of Chapter dues, the vote shall  
2 be conducted by secret ballot.

3  
4 **Section 4.** All amendments shall be submitted to the Association's Executive  
5 Director immediately following their adoption by the Chapter. **No amendment shall**  
6 **become operative until approved by the Executive Director, or designee, or action**  
7 **of the Association's Board of Directors in accordance with Article III, Section 8 of**  
8 **the Association's Constitution.**

9  
10  
11 **ARTICLE XVI**  
12 **DISBANDMENT OF CHAPTER**

13  
14 **Section 1.** Should the Chapter disband for any reason, all financial accounts  
15 shall be transferred to the control of the Association, and a final audit of the financial  
16 books and records of the Chapter shall be made in conjunction with the Association's  
17 Financial Analyst/Auditor. Upon conclusion and certification of such audit, final  
18 distribution of funds shall be as follows:

19  
20 (a) All outstanding obligations of the Chapter shall be promptly paid.

21  
22 (b) All funds due and owing the Association shall be promptly remitted to the  
23 Association's general fund.

24  
25 (c) Funds then remaining shall then be distributed for purposes as  
26 appropriate and authorized in accordance with provisions contained in Association  
27 Policy 612.

28  
29  
30 **ARTICLE XVII**  
31 **PARLIAMENTARY AUTHORITY**

32  
33 The rules contained in the current edition of *Robert's Rules of Order, Newly*  
34 *Revised* shall govern the Chapter in all cases in which they are not inconsistent with this  
35 constitution, the Constitution & Bylaws or Policy of the Association, and any special  
36 rules the Chapter may adopt.

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38  
39 **ARTICLE XVIII**  
40 **FISCAL YEAR**

41  
42 The fiscal year of this Chapter shall extend from January 1 through December  
43 31, inclusive.

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